

**CHIEF TRAINING OFFICER  
STUDY GUIDE**

A written examination for the class of **CHIEF TRAINING OFFICER** to be administered in **LAKE CHARLES** on **DECEMBER 1, 2010**, will consist of approximately **108** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	<b>13.9%</b>
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, hoses, fire streams, ventilation, rescue, communications, salvage and overhaul, fire attack, emergency medical services, and hazardous materials.	<b>16.7%</b>
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operation, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, ladders, and extinguishers.	<b>5.6%</b>
<b>SAFETY</b>  Knowledge of the procedures to develop and implement a safety program for the department, and of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.	<b>11.1%</b>
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective fire service management, involving researching, planning, organizing, and directing departmental operations of the training division; and financial management.	<b>22.2%</b>

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>MANAGING EQUIPMENT/PROPERTY/SUPPLIES</b>  Knowledge of the general care, maintenance, and purchasing of equipment, property, and supplies, including the compilation and organization of data into an effective written format for reports or official correspondence.	<b>5.6%</b>
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports, or official correspondence.	<b>5.6%</b>
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates, to resolve conflicts, and to maintain discipline.	<b>13.9%</b>
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.	<b>5.6%</b>

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

#### PRIMARY REFERENCE MATERIAL

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

#### **INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS** (Training Manuals):

Essentials of Firefighting, 4th ed., 1998.

Fire and Emergency Services Instructor, 7th ed., 2006.

Fire Department Safety Officer, 1st ed., 2001.

Fireground Support Operations, 1st ed., 2002.  
Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**MANAGEMENT IN THE FIRE SERVICE**, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 4th ed., 2008.

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

**NFPA #1500 - Fire Department Occupational Safety and Health Program**, NFPA, 1997 edition.

**OTHER RECOMMENDED PUBLICATIONS:**

**MANAGING FIRE AND RESCUE SERVICES**, International City Management Association (ICMA), 1140 Connecticut Ave., N.W., Washington, D.C. 20036, 1st ed., 2002.  
**NOTE: Available through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.